



Volunteer Sign Up Form
August 30 through September 1, 2013

www.decaturookfestival.com

ASK ABOUT GROUP VOLUNTEER OPPORTUNITIES!

Name: E-mail:

Group Name/# of participants (if applicable; names, emails & sizes on separate sheet):

Address: City/State/Zip:

Day Phone: Evening Phone: Cell Phone:

** T-shirt Size: Small Medium Large XL 2X 3X (Every effort will be made to provide the requested t-shirt size but size is not guaranteed.)

Please sign up by August 9 - please hurry and sign up, so we can place your t-shirt order! (See reverse side for more information and check appropriate boxes). You will be advised of training dates, times and places.

- I am willing to work multiple assignments
Author Talk/Signing Venue Support
When Most Needed/Where Most Needed
Stage Captain
Book Market on the Square - Support Services
Book Market Set Up - Great for Groups!
Book Market Closedown - Great for Groups!
Concierge at Courtyard Decatur Downtown
Greeter/Festival Information

Comments:

(See volunteer position descriptions and additional sign up information on next page.)

Decatur Book Festival takes place rain or shine!!!

2013 Decatur Book Festival Volunteer Position Descriptions:

Author Talk/Signing Venue Support (also includes Children's Stage and Teen Stage "The Escape"): Responsible for greeting attendees, directing them to seating and managing lines during book purchases and signings. **Must attend training – You will be advised of locations, dates and times of training.** (Decatur Presbyterian Church & First Baptist Church of Decatur members will be notified of training at those venues.)

Book Market on the Square - Support Services: Support exhibitors in various booths in the marketplace by bringing them water and watching their booths for a short time, if they need to step away. Also provide support to Emerging Authors stage.

Book Market Set Up: Help set up the Book Market on the Square. Assist exhibitors with bringing their merchandise to their booths. One of the most important jobs at the festival! Help show attendees from around the country that we know how to run a well organized festival in Decatur! **GREAT FOR VOLUNTEER GROUPS!**

Book Market Close Down: The perfect end to a wonderful event! Help exhibitors pack up their wares at the Book Market on the Square and take the items to their vehicle. **GREAT FOR VOLUNTEER GROUPS!**

"Concierge" at Courtyard Decatur Downtown: Assist authors with checking into the hotel; providing them with author packet or directing them to author check in location; and directing them from the hotel to venues, shops, and restaurants in Decatur. Fun job for someone who is proactive and enjoys meeting people. **Must be familiar with downtown Decatur.**

Greeter/Festival Information: Welcome festival attendees, pass out programs, provide directions, and answer questions. Wonderful position for a proactive person who enjoys meeting new people. This job requires the ability to travel through the congested festival area and stand for long periods of time. **Must be familiar with downtown Decatur.**

Stage Captain: Perfect position for a detail-oriented person with leadership skills, the ability to speak with large groups, as well as the ability to interact with individuals. You will be assigned to one of the main stages where you will be in charge of all activities taking place and will supervise the volunteers. Stage Captains will be asked to maintain the Festival schedule, facilitate the author lectures and book signings, ensure the safety and enjoyment of Festival attendees and maintain and energize the morale of Venue Support volunteers. In essence, a Stage Captain is both a stage manager and a house manager who reports directly to Book Festival Staff.

**** You will be contacted by e-mail or phone regarding scheduling. Volunteer shifts generally range from 3 to 4 hours depending on the assignment.**

Drop off or mail form to:
Decatur Visitors Center
113 Clairemont Avenue
Decatur, GA 30030
678-615-0915

E-Mail form to: Sherry.jackman@decaturga.com
- OR -
Fax: 404-371-9696

www.decaturbookfestival.com

